February 13, 2014

Mr. Moses Hampton

Talbot Thingamajig, Inc.

4618 ¾ William Flynn Hwy.

Allison Park, PA 15101

Dear Mr. Hampton,

I hope you are well. I am writing to be considered for an overseas assignment with Talbot Thingamajig, Inc. Specifically, I am requesting to be assigned to help open a branch of the company in Italy. I chose to study Italy because of my personal connection to the country. It is where my family history started and I would like to find out as much information I can about the culture.

Over the course of the next 7 ½ weeks, I expect to learn about Italy’s culture, food, business etiquette and some important phrases in Italian. Having this knowledge will allow me to fully understand the culture so I can be more successful with our business. If I know how to formally greet someone, it could get our business deal off to a good start. Also, I would know the major exports of the country so I could make successful deals with other places.

Lastly, I think I would be a great addition to this team because I am a good team player. I have experience working with other people on multiple sports teams, and I have a very sociable personality. You could count on me to work with business partners, and work together with them to better our business.

Thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely,

Natalie Rydzak

4113 Branding Place

Allison Park, PA 15101